

~~CONFIDENTIAL~~D/A REGISTRY
FILE: 100-3-1

DDA 83-0100/2

17 FEB 1983

MEMORANDUM FOR: Executive Director

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Emergency Planning []

25X1

1. This is to advise you that in addition to the considerable support which we are providing to NIESO, we have had an emergency planning effort under way since December 1982. Each Directorate of Administration Office has designated an individual to serve on a task force, headed up by [] our planning officer, which is responsible for producing a coordinated Directorate-wide emergency plan. They are currently working on a plan dealing with snow emergencies and will move on to plans addressing other natural disasters. After these plans are finalized, they will focus on emergency planning for a nuclear war. The group has one year to finalize all of their activities, but the individual plans dealing with the various emergencies will be forwarded for review outside of the Directorate as they are completed. []

25X1

25X1

2. In view of his "heavy" involvement in our emergency planning activities, [] has been designated as our focal point for these matters, and his alternate is []

25X1

25X1

25X1

[]
Harry E. Fitzwater

Distribution:

Orig - EXDIR

1 - ER

1 - Bob Collins (C)

1 - DDA Subj

1 - DDA Chrono

1 - HEF Chrono

1 - EO Chrono

EO/DDA [] kmg (16 Feb 83)

25X1

25X1

~~CONFIDENTIAL~~

ROUTING AND TRANSMITTAL SLIP

Date

16 February 1983

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. ADDA

[Signature]
17 FEB 1983

2.

3. DDA (for signature)

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

RECORD of approvals, concurrences, disposals,
nces, and similar actions

ency/Post)

Room No.—Bldg.

Phone No.

EO/DDA

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA

FORM 41 (11 FEB 1976)

DDA Registry
83-0100/1

17 JAN 1983

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Information Services
Director of Finance
Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Emergency Planning

REFERENCE: Memorandum from DDA to All Office Directors,
Same Subject, DDA 83-0100, Dated 12 Jan 83

In paragraph two of the reference, the completion date for the Directorate Emergency Plan should be 31 December 1983 vice 30 December 1984.

STAT

Harry E. Fitzwater

ORIG: DDA/MS cs: 17 Jan 83

STAT

Distribution:

- 1 - Addees
- 1 - HEF Chrono
- ~~1~~ - DDA Subject
- 1 - DDA Chrono
- 1 - DDA/MS Chrono